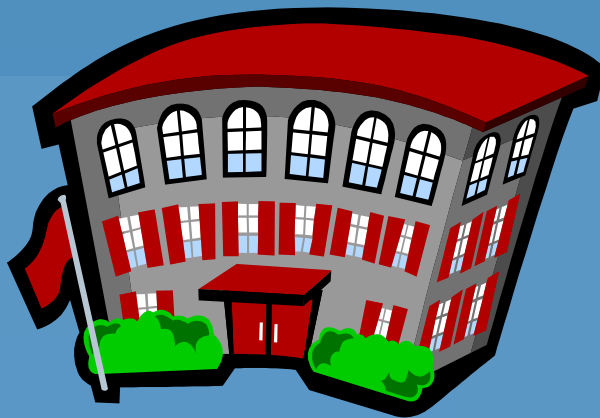


FACILITY MODULE



Facility List

- ✓ Facility Profile
- ✓ Contacts
- ✓ Operating Hours
- ✓ Special Services
- ✓ Programs
- ✓ Addiction Services

Facility List

Facility List

Note: Before you start setting up facilities in the system, please review the module for Agency, Facility and Program Setup Models and Options.

1. To access the Facility modules of I-SMART, click on **Agency** and then **Facility List**.
2. You will see the **Facility List** screen.
3. You can access the **Facility Profile**, **Operating Hours**, **Special Services**, **Addition Services**, **Programs**, and **Modality Approval** by clicking the left menu item or the hyperlink under **Actions** on the **Facility List**.

Note: The list of facilities along with all the details appears only after you have setup some facilities.

4. To add a new **Facility** click the **Add New Facility Record** hyperlink.
5. **Facility Name**, **Display Name**, and **County** are the required fields for the **Facility Profile**. Enter this information and other information as appropriate.
6. The **Display Name** is the name that will appear in the **LOC** field in the WITS banner at the top of every screen. This will populate from the name entered in the **Facility Name** field. It will only be different if it needs to be shorter to appear in the banner. This can be modified by the user.
7. To edit a previously entered **Facility Profile** click the **Review** hyperlink under **Actions** next to the appropriate facility.

Note: All required fields are highlighted in yellow.

Facility List

Facility Profile

8. To enter the address information for the **Facility** click **Next** on the **Facility Profile** screen.
9. You will see the **Addresses** list screen.
10. Click the **Add Address** hyperlink to enter the address information.
11. Select the **Address Type** from the drop down list. Enter the **Address Line 1** and **2**, if needed, **City**, **State**, and **Zip Code**. Click **Save** to save this information.
12. You can enter another address or click **Finish** if you are done entering address information.
13. To add phone number information click the **Add Phone** hyperlink
14. Select the phone number **Type** from the drop down list. Enter the phone number and extension, if needed, and click **Finish** to save the information.

The screenshots show the I-SMART Training web application interface. The top screenshot displays the **Facility Profile** screen with fields for Facility Name, I-SATS #, Service Location, Operations Start/End Date, Reports Start/End Date, Contact, Alternate Contact, Facility ID, Senate Dist, National Provider ID, Federal Tax ID, House Dist, State Business ID, and Cong Dist. The middle screenshot shows the **Addresses** list screen with a table containing columns for Address Type, Address, Phone, Updated, and Actions. The bottom screenshot shows the **Address Information** screen with fields for Address Type, Address Line 1, Address Line 2, City, State, Zip, and a section for Phone Numbers with Type, Number, and Actions columns.

Facility List

Contacts

- Click on the **Contacts** menu item. This section allows you to list different staff as contact persons according to their functions and roles.
- To add a new contact click the **Add Contact** hyperlink.
- Select the **Staff**, **Contact Type**, and **Status** from the drop down list.
- Enter the **Effective Date**.
- Click **Save** to save the information. The information you entered will now appear in the list at the top of the screen.
- If you are finished entering contact information click **Finish**.
- To review or edit a previously entered contact click the **Review** hyperlink under **Actions**.

I-SMART Training - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train.ia-smart.org/System.aspx

User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client: Example, Manual | 6512315454

Printable View

November 2012

Logout

Home Page
Agency List
Agency List
Facility List
Facility Profile
Contacts
Special Services

Contacts for Test Facility

Contact Type	Name	Status	Created	Effective	Actions
Clinical Licensing	Nwizu, Lilian	Inactive	3/22/2012	3/22/2012	Review

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Printable View

November 2012

Logout

Home Page
Agency List
Agency List
Facility List
Facility Profile
Contacts
Special Services
Programs
Addiction Services
Operating Hours
Staff List
Tx Team Groups
Non-Staff Physicians
System Usage
Group List
Client List
System Administration
My Settings
Reports
Support Ticket

Contacts for Test Facility

Contact Type	Name	Status	Created	Effective	Actions
Clinical Licensing	Nwizu, Lilian	Inactive	3/22/2012	3/22/2012	Review
Clinical Licensing	Clinical, Eric	Active	12/13/2012	12/13/2012	Review

[Add Contact](#)

Staff
Contact Type
Effective Date
Status
Manager Name

Finish

Facility List

Operating Hours

22. To enter the **Operating Hours** of a facility click the **Operating Hours** menu item or hyperlink.
23. Select the appropriate response for **24-Hour Crisis Services Available** from the drop down.
24. Enter the operating hours for the facility for **Monday** in the **Operation** fields. Enter times in the format hh:mm with am or pm indicated. For example 9:00 am or 5:00 pm.
25. If the hours are the same Monday through Friday click the **Set M-F same as M** button and the hours will fill for Tuesday through Friday. If the hours vary from day to day then you can manually enter the hours for each day of the week.
26. Enter hours for **Saturday** and **Sunday** if applicable.
27. Enter the hours for **Admission**, **Visiting**, and **Methadone Dispensing** in the same way as the **Operation**, if applicable.
28. Enter any comments regarding operating hours in the **Comment** field at the bottom of the screen.
29. Click **Finish** to return to the **Facility List** screen.

I-SMART Training - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

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Facility Operating Hours

* Please enter times below in hh:mm format followed by "am" or "pm"(ex: 08:30 AM)
* You can create multiple ranges within one day, like 9:00 am - 11:00 am, then 1:00 pm - 3:00 pm.

[Set Tuesday to Friday same as Monday](#)

Day	Operation		Admissions		Visiting	
Monday	8:30 AM	10:00 PM	12:30 PM	5:00 PM	7:00 PM	9:00 PM
Tuesday	8:30 AM	10:00 PM	12:30 PM	5:00 PM	7:00 PM	9:00 PM
Wednesday	8:30 AM	10:00 PM	12:30 PM	5:00 PM	7:00 PM	9:00 PM
Thursday	8:30 AM	10:00 PM	12:30 PM	5:00 PM	7:00 PM	9:00 PM
Friday	8:30 AM	10:00 PM	12:30 PM	5:00 PM	7:00 PM	9:00 PM
Saturday						
Sunday						

Cancel Save Finish

Facility List

Special Services

30. To enter Special Population Services offered by the facility click the **Special Services** menu item or hyperlink.
31. Select the services offered by the facility in the **Special Population Services** box by clicking on the appropriate service and then clicking the right pointing arrow. This will move the selected services to the **Special Populations Served** box. To select more than one item at a time use the CTRL key.
32. To remove an item from the **Special Populations Served** box click on the item and click the left pointing arrow. This will move the item into the **Special Population Services** box.
33. To add a record to the **General Information** section click the **Add New Information Item** hyperlink.
34. Select the appropriate **Facility Supported Services** question from the drop down. Answer the question by selecting Yes or No from the drop down list. This will appear in the details field.
35. Enter any other details regarding this service in the **Details** box and click **Finish** when you are done. This information will now appear in the general information list.
36. To review an item click the **Review** hyperlink under **Actions**.
37. To delete an item click the **Delete** hyperlink under **Actions**. The system will display a message asking **Are you sure you want to delete?**

The screenshots show the I-SMART Training web application interface. The first screenshot shows the 'Special Services' section with a list of services on the left and a 'Special Populations Served' box on the right. The second screenshot shows the 'General Information' section with a table of service information. The third screenshot shows the 'Facility Service' section with a dropdown for 'Are Any Exams Needed Prior to Admission?' and a 'Provide Detail' text area. The fourth screenshot shows the 'Special Services' section again, with a table of service information and a 'Details' box for each item.

Facility List

Programs

Note: Before you start setting up programs in the system, please review the module for Agency, Facility and Program Setup Models and Options.

38. To enter **Program** information click on the **Program** menu item or hyperlink.
39. The **Program List** will show all Programs entered for the facility.
40. To add a program click the **Add New Program Record** hyperlink.
41. The **Agency Name** and **Facility Name** will be filled by the system and the fields will be read only.
42. Enter the **Program Name**, **Display Name**, **Daily Capacity**, **Program Start Date** and **End Date**.
43. The **Display Name** is the name that will appear in the **LOC** field in the WITS banner at the top of every screen. This will populate from the name entered in the **Program Name** field. It will only be different if it needs to be shorter to appear in the banner. This can be modified by the user.
44. Select the appropriate response for **Modality**, **Program Specifier**, **Capacity Type**, **Level of Care**, **Residence**, **GPRA program**, **Report to State**, **Report to TEDS**, **Age Group**, and **Gender Specific** from the drop down list.
45. Click **Finish** when you are done. This will take you back to the **Program List** and you will see the Program you added on the list.

I-SMART Training - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train-ia-smart.org/System.aspx

User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client:

November 2012

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Program List [Add New Program Record](#)

Program Name	Modality	# Slots	Current Enrolled	Residence	Gender Specific	Term	Actions
Assessment	Extended outpatient	4				1/1/2007 -	Review
Extended Outpatient	Extended outpatient	19				1/12/2007 -	Review
Gambling Outpatient	Gambling	2				7/1/2011 -	Review
Intensive Outpatient	Intensive outpatient	3				8/6/2006 -	Review
Pre-admission	Pre-Admission	999				7/21/2010 -	Review
SBIRT	SBIRT	999	0			10/19/2012 -	Review
Stone's Residential	Clinically managed medium intensity residential	3				5/1/2008 -	Review
Test Facility Program	Extended outpatient	3				5/4/2005 -	Review

Program Setup - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train-ia-smart.org/System.aspx

User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client:

November 2012

Printable View Logout

Program Setup

Agency Name Iowa Department of Public Health
Facility Name Test Facility

Program Name
Display Name
Domain

Modality
Modality Specifier

Capacity Type Daily Capacity Current Enrolled

Program Type
Level of care

Residence

Age Group Gender Specific

Program Start Date End Date

Cancel Save Finish

Facility List

Program Setup

Definitions:

- Modality:** Substance abuse term for **Level of Care**.
- Modality Specifier:** You can group your programs into categories such as Adult Outpatient, Youth Inpatient, etc. This is a way to map your programs to the Iowa's reporting categories.
- Level of Care:** ASAM Level of care that this program targets.
- Report to TEDS:** Treatment Episode Data Set data is reported to SAMHSA monthly.
- Program Start Date:** On what date did this program start taking clients?

Note: The user can complete all fields on this screen or just those in yellow (required).

Program Setup - Microsoft Internet Explorer provided by Iowa Dept. of Public Health
https://train.ia-smart.org/System.aspx

WITS I-SMART Training User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client:
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Program Setup

Agency Name

Facility Name

Program Name

Display Name

Domain

Modality

Modality Specifier

Capacity Type Daily Capacity Current Enrolled

Program Type

Level of care

Residence

Age Group

Gender Specific

Program Start Date

End Date

Facility List

Addiction Services

53. To record Addiction Services offered by the facility click the **Addiction Services** menu item or hyperlink.
54. The **Agency Name** and **Facility Name** will be filled by the system and will be read only fields.
55. To select the **Addiction Services** click on the service and click the right pointing arrow. This will move the items into the **Selected Addiction Service** field. To select multiple items at one time use the CTRL key.
56. To remove an item from the **Selected Addiction Service** box click on the item and click the left pointing arrow.
57. When you are done entering the services click **Finish**.

I-SMART Training - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train.ia-smart.org/System.aspx

User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client:

November 2012
MedlinePlus
Printable View
Logout

Addiction Services

Agency Name: Iowa Department of Public
Facility Name: Test Facility

Addiction Service

- 00-None
- 21-Alcohol
- 22-Cocaine/Crack
- 23-Marijuana/Hashish
- 24-Heroin
- 25-Non Prescription Methadone
- 26-Other Opiates/Synthetics
- 27-PCP
- 28-Other Hallucinogens
- 29-Methamphetamines
- 30-Other Amphetamines
- 31-Other Stimulants

Selected Addiction Service

Cancel Save Finish

I-SMART Training - Microsoft Internet Explorer provided by Iowa Dept. of Public Health

https://train.ia-smart.org/System.aspx

User: Schaller, Elizabeth
Loc: Iowa Department of Public Health, Test Facility
Client:

November 2012
MedlinePlus
Printable View
Logout

Addiction Services

Agency Name: Iowa Department of Public
Facility Name: Test Facility

Addiction Service

- 00-None
- 26-Other Hallucinogens
- 32-Benzodiazepines
- 33-Other Tranquilizers
- 34-Barbiturates
- 35-Other Sedatives/Hypnotics
- 36-Inhalants
- 37-Over the Counter Medication
- 38-Steroids
- 39-Ecstasy
- 48-Other
- 50-Other Prescribed Analgesics

Selected Addiction Service

- 21-Alcohol
- 22-Cocaine/Crack
- 23-Marijuana/Hashish
- 24-Heroin
- 25-Non Prescription Methadone
- 26-Other Opiates/Synthetics
- 27-PCP
- 29-Methamphetamines
- 30-Other Amphetamines
- 31-Other Stimulants

Cancel Save Finish